LOST AND FOUND PROCEDURE
MAJOR GENERAL EMMETT J. BEAN FEDERAL CENTER

All items found on the federal property are turned in to the building security office (BSO) located at the south main lobby: Effective date April 25, 2008

A. Lost property received by security:

(1) The security officer who receives found property at the BSO will complete a GSA Form 252 (Found Property tag) and a GSA Form 1039 (Record of Property Found and Attempts to Contact Owner).
(2) The individual turning in the found property will provide security with their name, agency, and business phone number. The lower portion of the GSA Form 252 is issued to the individual who turned in the found property to the BSO.
(3) The security office completes an incident report and notifies the Battle Creek Mega Center to obtain a case control number.

B. Lost property handling:

(1) The BSO will attempt to identify the owner of found property if information on the item is available. Example, items with personal information such as medication, wallets, checks and papers with a business number or address.
(2) Found property is kept secure within the BSO and turned over to the Federal Protective Service (FPS) office each Friday of the business week. FPS will hold found property for 30 days.
(3) If the found property is cash, the BSO immediately notifies and turns over the cash to FPS. Found property with monetary value is kept by FPS for 90 days.

C. Claiming lost property:

(1) Personnel claiming lost property will provide security with the exact item description, date and location item was last seen.
(2) Security guards will verify claims for lost property by reviewing the GSA Form 1039 and contact the FPS office if the item was released to them.
(3) Lost property may be obtained from either the BSO or the FPS office (Minton-Capehart Federal Building). The BSO can make arrangements for personnel to have claimed items released from FPS and delivered to the owner at the BSO.